

## MAINTENANCE SCHEDULE FOR (ENTER ADDRESS)

<b>BELOW GROUND OSD TANK</b>			
<i>Note: All persons who access and maintain the OSD tank facility must adequately be accredited by the WorkCover Authority of NSW and have certification in accordance with the Occupational Health and Safety Act, 1983. A completed training accreditation for 'Works within a Confined Space' is also required.</i>			
<b>MAINTENANCE ACTION</b>	<b>FREQUENCY</b>	<b>RESPONSIBILITY</b>	<b>PROCEDURE</b>
Inspect & remove orifice blockages	Every 6 Months	Maintenance Contractor	Remove grate & screen to inspect orifice.
Check orifice plate attachment to wall of pit (ensure no gaps exist)	Annually	Maintenance Contractor	Remove grate and screen. Ensure orifice plate is mounted securely – tighten fittings if required and seal any gaps which are present.
Check orifice diameter correct and retain sharp edge	Every 5 years	Maintenance Contractor	Compare diameter to approved design (see Work As Executed Drawing) and ensure edge is not pitted or damaged. If so, replace.
Inspect trash screen and clean	Every 6 Months	Maintenance Contractor	Remove grate and trash screen if cleaning is required.
Check attachment of trash screen to pit wall	Annually	Maintenance Contractor	Remove grate and screen. Ensure screen fittings are secure. Tighten fittings if required.
Check trash screen for corrosion	Annually	Maintenance Contractor	Remove grate and examine trash screen for rust or corrosion, especially at corner or weld points.
Inspect flap valve and remove any blockages	Every 6 Months	Maintenance Contractor	Remove grate. Remove any debris to allow the flap to move freely.
Check attachment of flap valve to pit & hinges move freely	Annually	Maintenance Contractor	Remove grate. Ensure fittings of valves are secure and hinges move freely.
Check flap valve seals against wall of pit	Annually	Maintenance Contractor	Remove grate. Fill tank with water and check that flap seals against wall of pit with minimal leakage.
Check any hinges on the flap valve to ensure flap moves freely	Every 6 Months	Maintenance Contractor	Remove grate. Test valve hinge by moving flap to full extent and allowing it to drop back into normal position. Flap should freely swing at hinge.

Inspect overflow weir & remove any blockages	Every 6 Months	Maintenance Contractor	Remove grate and open cover to ventilate underground storage if present. Ensure weir clear of blockages.
Empty trash basket at overflow weir (where present, generally in below ground tanks)	Every 6 Months	Maintenance Contractor	Remove grate and ventilate underground storage chamber if present. Empty basket, check fixings are secure and not corroded.
Inspect sump & remove any sediment/sludge	Every 6 Months	Maintenance Contractor	Remove grate and screen. Remove sediment build up and check orifice and flap valve are clear.
Inspect grate for damage or blockage	Every 6 Months	Maintenance Contractor	Check both sides of grate for corrosion, damage or blockage.
Inspect outlet pipe and remove any blockage	Every 6 months	Maintenance Contractor	Remove grate and screen. Ventilate underground storage if present. Check orifice and remove any blockages in outlet pipe. Flush outlet pipe to confirm it drains freely.
Check step irons for corrosion	Annually	Maintenance Contractor	Remove grate. Examine step irons and repair any corrosion or damage
Check fixing of step irons is secure	Every 6 Months	Maintenance Contractor	Remove grate and ensure steps are secure – before loading.
Inspect walls (internal & external) for cracks or spalling	Annually	Maintenance Contractor	Remove grate to inspect internal walls. Repair as required.
Inspect holding tank & remove any sediment/sludge/debris/litter	Every 6 Months	Maintenance Contractor	Remove grate and screen. Remove any sediment/sludge/debris/litter build-up.
Compare storage volume to volume approved (rectify if 5% difference)	Annually	Maintenance Contractor	Compare actual storage available with Work As Executed Drawing. If volume loss is >5%, arrange to provide additional volume.
Inspect storages for subsidence near pits	Annually	Maintenance Contractor	Check along drainage lines and at pits for subsidence likely to indicate leakages.
Inspect OSD Plaque and Confined Spaces sign	Annually	Maintenance Contractor	Check signs and ensure that they are fixed securely to wall, not faded, deteriorated or missing and is clearly visible. Replace as necessary.

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